



# City of Milpitas

## Announces a job opportunity for **Recreation Leader III**

Part-Time Employment

**Working Title:** Recreation Leader III  
**Annual Salary Range:** \$9.50 - \$11.50/hour  
**Final Filing Date:** **January 31, 2015**

### **About the Position**

The City of Milpitas seeks an enthusiastic individual for temporary Recreation Leaders for the After the Bell School Program for the Recreation Services Department. You may be required to work nights, weekends and holidays. You must be able to work between the hours of 2:00pm-6:00pm daily and possibly as early as 12:30pm on minimum school days.

*Note: Temporary non-benefited employees are limited to working no more than twenty-five (25) hours per week and no more than 999 hours in a fiscal year (July 1-June 30).*

**Examples of Duties** - duties may include, but are not limited to, the following:

Under direct supervision of the Recreation Leader IV, Recreation Leader V and Program Coordinator, Recreation Leaders will lead students in grades 1-6 in activities, games and other recreational activities at various elementary school sites.

The essential functions of this position include knowledge and/or experience working and/or supervising school age children ages 5-12 years old, lead games and activities, coordinate and implement daily activities. Must be able to lead participants, communicate activity objectives and rules clearly and effectively; provide information and direction to a wide variety of age groups, conduct games and activities following established rules, guidelines, and time limits; learn, retain and use safety rules and regulations; provide verbal and summarized written feedback on activities; supervise students. You must be able to multitask in a fast pace work environment. You must also be able to work independently off site and with other co-workers in compliance with City Rules and Regulations. Additional duties may include working Recreation Services activities and events as needed.

The incumbent must be able to represent the City of Milpitas in a professional manner and follow the City's and Recreation Services policies and regulations.

### **Minimum Qualifications**

- Minimum age at time of hire is 16 years old.
- Must have experience in working with/supervising school age children (5-12 years old).

**Education** - Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities will qualify.

**Certifications** - American Red Cross Community First Aid and Safety Course (Including adult, child, infant CPR and Standard First Aid). If not currently certified, employee must provide verification within 30 days of employment.

### **NOTE**

Upon selection, additional requirements include:

- Tuberculosis test.
- Valid Social Security card.
- Fingerprint clearance (Department of Justice background check) if 18 years or older.

**To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date.

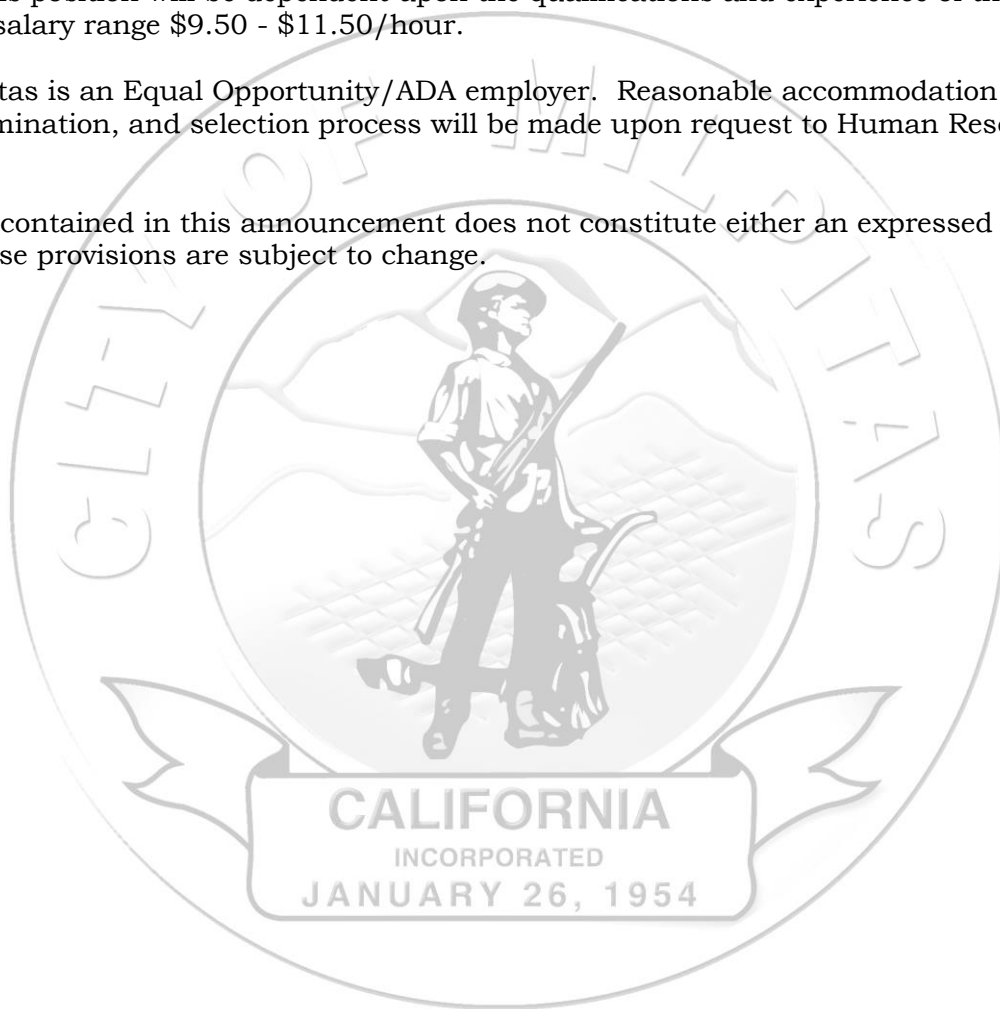
The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the examination process. Only those candidates most qualified will be invited to an interview. Verification of other required documentation may be required at a later date.

**Salary and Benefits**

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range \$9.50 - \$11.50/hour.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.



455 E. Calaveras Blvd., Milpitas CA 95035-5411

PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

